



St Mary's C of E (VA) Primary School

Working together
in an inclusive Christian environment
to allow every pupil to shine brighter and brighter.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect differences.

Subject Access Request Procedure

This policy is GDPR compliant.

Date of issue: June 2022 [v3]

Last reviewed/adopted: December 2025 (Resources Committee)

Next review date: Autumn 2028

Signed: _____

Date: _____

Subject Access Request (SAR) Procedure

(see below for FOI and Education Record procedures)

Requests for data held on data subjects will normally be completed within **one calendar month**, in line with UK GDPR and the Data (Use and Access) Act 2025. For complex or multiple requests, this may be extended by up to **two additional months**. The timescale begins only once the requester's **identity and entitlement** have been confirmed.

Our Privacy Notice clearly states that SARs should be submitted via the school office or the **DPO@** email address.

On receipt of a request:

1. Staff receiving the request should ask the requester to complete the school's SAR form (this is optional, not mandatory). If no form is provided, staff must record the request details, including the **date received**.
2. All requests should be forwarded promptly to the Deputy Data Protection Officer (DDPO) or Data Protection Officer (DPO).
3. Office staff are responsible for collating **attendance data**.
4. Office staff are responsible for collating **reports and examination results** (if applicable).
5. Office staff are responsible for collating **HR data** (if applicable).
6. Office staff are responsible for extracting data from **Arbor** and other school systems.
7. The Designated Safeguarding Lead (DSL) or Deputy is responsible for providing **Child Protection records**.
8. Office staff are responsible for extracting **email correspondence**.
9. The DDPO/DPO must ensure that all information is collated within the statutory timeframe, appropriately redacted, and supplied in a secure format.
10. Any **notifiable data breaches** identified during the process must be reported by the DDPO/DPO to the ICO.
11. All SARs must be recorded in the **SAR Log**.
12. A **quality assurance review** must be carried out before release. This should be completed by a senior member of staff to ensure compliance with SAR rules and proper redaction.

School rights and responsibilities under UK GDPR/DUAA 2025:

1. Schools have **one calendar month** to comply with SARs that extend beyond an Education Record request. Education Record requests must be completed within **15 school days** (see below).
2. For complex or multiple SARs, schools may extend the deadline by up to **two additional months** (a maximum of three months in total). The extension must be communicated to the requester within the first month, with reasons.
3. Schools may "**stop the clock**" when clarification of a vague or overly broad request is sought. The response timeframe resumes once clarification is received.

4. Schools are required to carry out only **reasonable and proportionate searches**. This means schools can push back on requests requiring disproportionate effort or duplication of information already available.
5. Schools may **refuse requests** that are manifestly unfounded or excessive. Decisions to refuse must be documented and reviewed by the DPO or senior leadership. Requesters must be informed of the refusal, given reasons, and advised of their right to complain to the ICO.

Note on redaction: Redaction ensures that information about other individuals is not unlawfully disclosed. Example: if parents request records about their child and an incident record also contains names of other children, those names must be obscured before disclosure.

Vexatious reasons for refusal (aligned with FOI Section 14 and applicable to GDPR) may include: abusive or aggressive language, disproportionate burden, persistent or overlapping requests, deliberate attempts to cause disruption, unfounded accusations, or requests with no genuine intent to obtain information. Each case must be considered fairly on its merits before refusal.

Freedom of Information (FOI) Requests

FOI requests relate to **non-personal information** (not specific individuals). These must be handled within **20 school days**. This timeline does not include school holidays.

- Requests may be refused on **vexatious grounds** (Section 14(1) FOI Act).
- All refusals must explain the reason and inform the requester of their right to complain to the ICO.
- Schools must also apply the **Public Interest Test** when deciding whether to release information.

Further guidance: [ICO FOI Requests – Receiving a request](#)

Education Record Requests

An **Education Record** includes most information processed by or on behalf of a school about current and past pupils. This applies to maintained schools, academies, and independent schools.

- Education Records must be provided within **15 school days** once entitlement is confirmed.
- Requests limited only to the Education Record are **not SARs**. If more information is requested (e.g. safeguarding notes, SEN files, internal correspondence), the request becomes a **full SAR**, with the timescales described above (one to three months).
- Parents may be asked to clarify whether they seek only the Education Record or a full SAR, and timescales should be explained clearly.

Further guidance: [ICO – Education Data](#)

GDPR Subject Access Request

Please use this form if you would like to request access to information held about you or your child. The school needs to have sight of some identification to confirm your identity. You do not have to complete this form but doing so will help us to complete your request with greater efficiency.

Date of request: _____

Name of pupil: _____

Name of parent/carer: _____

Signature of parent: _____

ID type (*proof of name*): _____

Staff member name (*ID seen*): _____

Staff member's signature: _____

Information requested: _____

(Please state what information you would like the school to provide you with)

Please note:

The school has 30 days to provide the information requested (once ID is received). The school has a right to refuse if the request is excessive and may charge a reasonable administration fee in this situation. Additionally, the school can take longer (up to 90 days in total) to provide the information if the request is complex. If an extension is required, you will be informed of the reasons within 30 days of the above date.

Staff: *On completion, hand this form to the Deputy Data Protection Officer without delay.*